



Job Opportunity

State Controller's Office

Position: Administrative Assistant II

Statewide

Location: Executive Office
660 South Figueroa Street, Los Angeles, CA 90017

Issue Date: March 02, 2007

Final Filing Date: Until Filled

Contact/Telephone:
Audrey Noda, (213) 833-6022

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer, or list appointment. Training and development assignment may be considered.

California Relay Service: 1-800-735-2929

Position Number(s): 051-720-5358-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

If you are an individual that enjoys working in a fast paced environment, surrounded by enthusiastic and self-motivated co-workers, and possess the ability to function independently as an augmentation to an Executive Senior Level manager, then consider submitting an application to the Office of the State Controller (SCO).

The SCO is constitutionally established to oversee the financial/fiscal health of the State of California. Interested candidates will be introduced, as well as function in a professional environment designed to provide the citizenry of the State of California with efficient public service and help safeguard the use of public funds with the direction of the State Controller and his designee.

The agency also oversees the release of public funds in a fiscally responsible manner with responsibility and/or oversight of approximately 62 boards and commissions. In addition, the State Controller's Office serves as an independent watchdog providing sound fiscal control over more than \$100 billion in receipts and disbursements of public funds.

With general direction provided by the State Controller and/or his Chief of Staff, assist in providing administrative relief of the day-to-day activities of the office. This position requires flexibility in meeting routine job assignments and attention to detail when providing assistance to the Controller and his Senior level Staff, which could include long hours and traveling. Typical assignments include but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



- Gather information and prepare recommendations to the State Controller and/or his Chief of Staff for the purpose of responding to inquiries made from high level officials or interested public sector entities;
- Assemble factual data upon which the State Controller or Senior Executive(s) can base decisions concerning the discharge of the office's mission;
- Consult with and interpret matters of policy to operating divisions and/or the public;
- Provide studies and/or reports concerning program operations with the six (6) divisions of the Office to the Chief of Staff;
- Use and/or manipulation software applications on an IBM compatible Personal Computer to aid in the formalization of assignments and/or communication;
- Respond to complex and frequently sensitive inquiries from taxpayers and their associations, legislators, employee organizations, attorneys, and other state entities;
- Schedule and formalize business meetings/conferences for the State Controller or Senior Executive staff members; as required, staff scheduled meetings and provide administrative support, which may include note taking, developing informational packets, etc.;
- Supervise assignments of administrative support staff;
- Coordinate briefings to be presented to the State Controller; facilitate meetings; coordinate and oversee the procurement of equipment or needed supplies;
- Prepare weekly itinerary for the State Controller; coordinate event calendars; schedule and staff constituency meetings/briefings;
- Travel as required.

DESIRABLE QUALIFICATIONS:

- Availability to travel;
- Flexible in working hours;
- Ability to work overtime;
- Possess a high degree of initiative and independence;
- Excellent organization skills.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
HUMAN RESOURCES OFFICE
 300 Capitol Mall, 6th Floor, Ste 619
 Sacramento, CA 95814

Attn: Denise Cruz



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